



CLEANING SCHEDULE - CHECK LIST

Unit Name _____

Wk Commencing _____ Wk Commencing _____ Wk Commencing _____ Wk Commencing _____

TASK	PRODUCT	FREQUENCY	Initial when complete					Initial when complete					Initial when complete					Initial when complete				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Food prep surfaces, chopping board	EC4 sanitiser	After Use																				
Can opener	EC4 sanitiser	After Use																				
Slicers	EC4 sanitiser	After Use																				
Mixers	EC4 sanitiser	After Use																				
Scales	EC4 sanitiser	After Use																				
Tables	EC4 sanitiser	After Use																				
Veg prep	EC4 sanitiser	After Use																				
Bain Marie / Service Counter	EC4 sanitiser	After Use																				
Hot cupboard / Trolley	EC4 sanitiser	After Use																				
Boilers / Steamers	EC4 sanitiser	After Use																				
Combi oven external surfaces	EC4 sanitiser	After Use																				
Combi Oven	Combi Oven Clnr	After Use																				
Floors / Drains	EC2 degreaser	Daily																				
Storerooms / Surfaces	EC4 sanitiser	Daily																				
Hand wash basins / Toilets	EC4 Everfresh	Daily																				
Waste disposal unit	EC4 sanitiser	Daily																				
Waste bins - internal	EC4 sanitiser	Daily																				
Milk and Vending machines	EC4 sanitiser	Daily																				
Sinks and Dishwashers	EC4 sanitiser	Daily																				
Large Equipment Surfaces	EC4 sanitiser	Daily																				
Tables, Chairs and Trolleys	EC4 sanitiser	Daily																				
Ovens, Grills and Griddles	EC2 degreaser	Daily																				
Storerooms	EC4 sanitiser	Weekly																				
Cupboards, Shelves and Drawers	EC4 sanitiser	Weekly																				
Staff room / Office	EC4 sanitiser	Weekly																				
Cloths and Mops	One3Five	Daily																				
Fryers and Bratt Pans	EC2 degreaser	Weekly																				
Knife Rack	EC4 sanitiser	Weekly																				
Fridges - internal	EC4 sanitiser	Weekly																				
Fridges and Freezers	EC4 sanitiser	Weekly																				
Bin Area Outside - if applicable	EC4 sanitiser	Weekly																				
			SUP					SUP					SUP					SUP				

Preparation utensils, chopping boards and can openers can be cleaned in sinks using Q'det

Dining chairs - remove chairs, remove crumbs / spills after meals using EC4 sanitiser

Sinks should not be used for disposal of mop water. Use nearest drainage point